

**Minutes for
MINERvA Working Group Meeting (WGM)
Tuesday, November 15, 2005
1:30 – 3:00 PM Snake Pit**

Action Items:

1. *Mont to clarify what whether or not we can take advantage of the pass-through rate that CMS usesd..*
2. *Ed to poll the reviewers to see who would prefer a notebook and hard copies of the review material as opposed to getting everything electronically.*
3. *Debbie/Nancy to tell Gina about the idea of installing a shorter drip ceiling in NuMI near hall*
4. *MINERvA to present 1-page schedule summary at the next meeting*
5. *Next meeting: Wednesday, November 23, 1:15-2:15PM*

In attendance: Jorge, Steve W, Dave B, Peter C, Mont, Greg, Sherie, T.J., Kevin, Ed, Debbie

- 1) *Feedback on interchanges between the Directorate and OHEP [Mont] 12:30 today Mont called Procario: the cd0 documentation is still stuck with Aesook. Mike indicated that he and Kevin had not talked. Kevin has tried to reach Mike, but with no luck.*
- 2) *Discuss MINERvA Timeline[Ed] we are past our goal of getting CD0 in October 2005.*
- 3) *Discussion of preparations for Directors CD-1 Review*

Go over DR Agenda. Review is largely in the racetrack. (WH7x) Plan is that the reviewers will bring questions to dinner on the first night, giving MINERvAns the evening to put together the answers. Breakout sessions: Would be useful if each of the breakout groups have one or two examples of a canned schedule description and basis of estimate for a few large items.

Reviewers: List of 7 confirmed reviewers. waiting to hear from Karol Lang, Steve Kuhlman was asked but can't make it. Mich Lang was asked, waiting. Jeh-Shi peng can't make it. They are going after Kam-Biu Luk also, but he couldn't make it. Next step: going after Bob McKeown.

- a) *Presentations [Debbie] Speakers are all the Level 2 managers with exception of Vittorio Paolone*
- b) *Resource Loaded Schedule [Nancy, TJ] We are working on inter-WBS links.*
- c) *Cost estimates [Nancy] Level 2 managers are writing BOE's for director's review, are getting put into document database: but only for items above 10k.*
- d) *Review Webpage (talks, schedule material, cost material, CDR, other reference materials) [Debbie] Will be provided by MINERvA, not assembled by Ed or Dean. Must be publicly accessible.*
- e) *CD-1DOE Documentation (PMP, PEP, Acquisition Strategy) [Dave]*
- 4) *Discuss and Agree on date for next WGM. In subsequent emails, Wednesday November 23, 1:15-2:15PM was agreed next meeting: short one, focused on director review documentation, including 1-page project summary.*
- 5) *Status of Open Action Items from 12-October meeting:*
NEW:

- a) Someone (?) to send Kevin the CD-0 documentation mission needs for “alternatives considered” document, needed for CD-1 *not done yet*
- b) Dave need to meet with Steve to discuss change control *done, Steve doesn't like the idea of threshold as much: suggests small dollar amount of pre-approved contingency, and to use something other than that, Steve must approvet.*
- c) Gina will send Nancy/Debbie MINOS risk management procedure and probability impact matrix. *Somewhat done: Gina sent Nancy/Debbie powerpoint presentation describing procedure, but hasn't sent MINOS risk management plan document.*
- d) Dean to send Nancy/Debbie BTeV risk management document for BTeV *(done).*
- e) Nancy/Debbie to ask Jim Kilmer what drip ceiling work must happen during shutdown and what can be done while MINOS runs. *Any drip ceiling work (besides design and procurement) must be done with MINOS magnet turned off. To minimize installation time, propose building drip ceiling only over the part that MINERvA needs.*
- f) Dave to talk to Steve Webster to verify that risk management is to be discussed in PEP, and ask for feedback on current version of PEP. *Done: see change control discussion in b)*
- g) Dave to reduce cost thresholds for directorate approval by factor of two in PMP. *Discussed: see change control discussion in b)*
- h) Debbie/Nancy to formalize configuration management plan. *Configuration management plan has been set up, but not documented. Will be documented by director's review.*
- i) Next Working Group meeting: November 15, 1:15PM, Ed to bring lunch for all *Ed did bring yogurt and banana for Nancy.*
- j) Following Working Group meeting (Nov. 23) to be rescheduled, as many of us are not available the afternoon before Thanksgiving. *Not rescheduled: next meeting IS November 23, 1:15PM.*

OLD:

- k) Dave/Nancy/Debbie needs to meet with Greg/Steve to discuss change control. *Done:*
- l) Project should check MSP more closely to clearly get all I&I tasks into WBS 11 *done* and also look to see which of these tasks could be done with FNAL labor just as well as University labor. *Done:*
- m) Dave Boehnlein will draft a strawperson “Acquisition Plan” up for MINERvA by the next meeting. *Done:*
- n) PM to look to set up a system to communicate changes to important documents under change control to managers. *Done:*